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Maximizing Individual Potential

Coping Skills

Performance Appraisal — 201 MC

The Management of Time

EFFECTIVENESS

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Plan Tomorrow Today—
Time Managing for Clericals

Employee Development—The Forgotten
Supervisory Responsibility

Effective Delegation

TRAINING

NOV 16 1981

Problem Solving and
Decision Making

Cut-Back Management

Increasing Productivity
and Efficiency

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COURSES

Bureau of
Employee Relations
and Development
of the
State of Illinois
DEPARTMENT OF PERSONNEL
Louis J. Giordano, Director



504 WILLIAM G. STRATTON BUILDING
SPRINGFIELD, ILLINOIS

UNIVERSITY OF ILLINOIS-URBANA



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GENERAL INFORMATION

The Effectiveness Training Courses consist of over 80 workshops a year on ten diversified topics. LOCAL GOVERNMENT EMPLOYEES, AS WELL AS STATE EMPLOYEES, ARE INVITED TO ATTEND THOSE SEMINARS PRECEDED BY AN ASTERISK (*). No fees are charged. All costs for travel, lodging, meals, and other expenses are not the responsibility of the Department of Personnel.

Seminars open to local government employees are funded in part under the Intergovernmental Personnel Act. The Department of Personnel reserves the right to restrict participation by any one organization and to cancel or postpone seminars for which there is insufficient registration.

Groups are limited in size to thirty participants and applications will be processed on a first-come/first-served basis. Most topics in this series are primarily geared to meet the needs of the supervisory-managerial work force.

Champaign:	State Regional Office Building 2125 South First Street
Chicago:	DePaul University 25 East Jackson Boulevard
Metro-East:	The University Center, Southern Illinois University, Edwardsville (River Rooms, 2nd floor)
Elgin:	Elgin Mental Health Center Room 113, Administration Building 750 South State Street
Peoria:	State Regional Office Building 5415 North University Avenue
Springfield:	504 William G. Stratton Building Monroe and Spring Streets

COURSE DESCRIPTIONS

MAXIMIZING INDIVIDUAL POTENTIAL

(formerly entitled: The Effective Use of Power)

While there are a variety of ways to think about and conceptualize power, this program will examine a useful scheme for looking at the power process. The focus will be placed upon how the effective and positive use of power-oriented behavior can benefit the individual manager and the total organization.

January 18 - Springfield	* May 12 - Elgin
* April 7 - Champaign	* June 10 - Edwardsville
April 16 - Springfield	June 16 - Springfield
* May 11 - Chicago	* June 24 - Peoria

COPING SKILLS

Mental health experts are becoming increasingly worried that the price a person has to pay to get to the top is becoming too high. Managers find that the biggest skill required for success is that of coping. Non-management employees also find that the modern world is a difficult environment that grows increasingly unmanageable. Individuals lacking coping skills may develop physical and mental problems, create organizational dysfunction, and exhibit sharply reduced or substandard performance levels. This seminar will give insights into the causes and consequences of job-related stress and practical steps toward developing effective coping skills.

Topics include understanding stress and how it affects you and those around you, taking control of stress, skills for managing stress, and making a plan for coping creatively.

March 11 - Springfield

May 6 - Springfield

May 13 - Chicago

PERFORMANCE APPRAISAL - 201MC

The knowledge and application of "standards" is critical in understanding and utilizing the Individual Development and Performance System (DP-201MC). In a "pay for performance" system, the anatomy of the job should be understood. A given job is viewed in its several major segments and "standards" are applied to determine how effectively the employee performs in the position and accomplishes results.

February 16 - Springfield

April 22 - Chicago

March 24 - Chicago

May 24 - Springfield

THE MANAGEMENT OF TIME

Managers who know where their time is going, who are able to organize themselves in terms of priorities, will be able to plan and perform with maximum effectiveness. The effective use of time is the first step to managerial success. The program demonstrates the competition for discretionary time and the solution thereof, by the delegation of work, controlling crises, and making decisions about priorities. Represented are the many time-demanding aspects of the manager's job: meetings, personnel problems, communication, and personal needs.

January 25 - Springfield

March 26 - Chicago

March 29 - Springfield

May 13 - Chicago

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PLAN TOMORROW TODAY-- Time Managing for Clericals

Time is the only resource which we all have equally. Since time management is so personal it's easy to rationalize secretaries are different, and therefore can't do anything to gain control of the working day. But the contrary is true! If you understand the principles of time management, apply them to your situation, and commit them to habit, you will be able to increase your effectiveness, success, and self-satisfaction.

January 11

March 1

April 8

May 12

(Offered in Springfield only)

EMPLOYEE DEVELOPMENT--THE FORGOTTEN SUPERVISORY RESPONSIBILITY

(formerly entitled: Training and Developing Subordinates)

We usually think of training as an activity that takes place in the classroom and conducted by a professional trainer. Actually training is more often informally conducted by a supervisor in an attempt to improve employee performance. In fact, training is one of the most important and often forgotten supervisory functions. The problem is that few supervisors have been prepared to effectively perform their role as a trainer. This seminar is designed for supervisors and managers whose responsibilities include the training and job orientation of employees.

January 19 - Springfield

March 2 - Springfield

May 11 - Chicago

EFFECTIVE DELEGATION

Managers who delegate get more done and, although the very word suggests "giving up" authority, managers must always retain accountability. This program demonstrates that good delegation can increase the supervisor's span of control, create time for more important jobs, and provide growth opportunities for subordinates.

Management simulation activities involve seminar participants and give insight into practical applications.

* February 9 - Springfield

* April 20 - Chicago

* May 17 - Springfield

PROBLEM SOLVING AND DECISION MAKING

Problem solving and decision making are essential, but often frustrating, functions of supervisors and managers. In this seminar participants will explore both individual decision making and group decision making strategies, the advantages, disadvantages and limitations of each concept, as well as the impact of values as they affect the decision making process. Participants will also learn and practice the use of several different approaches to problem solving and then determine which approaches are most appropriate for meeting their individual needs.

In an informal workshop setting groups will deal with models designed to illustrate the dynamics of participative problem solving.

* January 14 - Springfield

* March 3 - Springfield

* March 25 - Chicago

CUT-BACK MANAGEMENT

This course will discuss the various actions and reactions necessary to management survival in an environment where the amount of money and personnel are reduced. It will discuss not only what happens in a cut-back environment, but will also show the solutions to problems in it. This course is recommended to all middle and upper level managers, but is not restricted to any level of supervisors.

February 5 - Springfield

April 12 - Springfield

INCREASING PRODUCTIVITY AND EFFICIENCY

The single purpose of the program is to improve an organization's productivity and efficiency and thereby to provide better service.

These outcomes are achieved only through reliance upon a series of building blocks. Work groups must improve their ability to solve problems. Out of effective team work will come ideas relating to new technology and new methods. Managers and supervisors profit from past experience and work cooperatively to solve problems, set goals, develop game plans, and fine-tune progress toward achieving objectives.

* January 12 - Champaign

February 24 - Springfield

* March 25 - Chicago

* March 31 - Edwardsville

April 6 - Springfield

* April 29 - Elgin

* May 6 - Peoria

* May 11 - Chicago

APPLYING FOR REGISTRATION

Registrations are handled by mail. The tear-off application should be submitted promptly since some seminars are likely to be oversubscribed. Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken. Incomplete applications will be returned unprocessed.

The Executive Development Program

The executive level seminar consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois. This program is fully explained in a special brochure available by calling the Division of Employee Development.

Management Institutes

The fifteenth season of Management Institutes begins this year. Each Institute is a one-day conference starting at 9 a.m. and ending mid-afternoon. They are presented by top management authorities and are designed for managerial personnel in State government. However, representatives from business, industry, and from local/federal government are invited to participate at \$25 per institute. There is no charge for State employees.

The Institutes are conducted at the Holiday Inn East, 3100 South Dirksen Parkway, Springfield, Illinois. Tickets must be obtained in advance.

NOTE: Special brochures on all programs above may be secured by calling 217/782-6442.

Other Programs - 1982

Recent additions to the schedule are the "Effectiveness Training Courses," and "Communication and Perception Seminars." Most topics in these series are primarily geared to meet the needs of the supervisory-managerial work force. These series, open to State and local government employees (as designated), will be conducted at several locations throughout the State.

TIME SCHEDULE

Programs begin at 9:00 a.m. and close by 4:30 p.m. At DePaul University the officer at the door will have the room assignments or they will be posted nearby.

Those who are accepted into a seminar but find they cannot attend are urged to give prompt notification by calling the Registrar, phone 217/782-6442.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.

**Illinois Department of Personnel
Bureau of Employee Relations and Development
504 William G. Stratton Building
Springfield, Illinois 62706**

(This section for office use only.)

☐ You are accepted and registered in the seminar of your choice.

☐ We are sorry but the seminar was filled prior to receiving your application.

☐ We regret that this seminar had to be cancelled/postponed.

☐ Application returned. (See remarks.)

Remarks:



(Tear off and mail to pre-addressed office shown on reverse side.)

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

Dept./Agency (if not printed in box _____

Office Phone: AC _____ / _____ Title of Seminar _____

Date of Seminar: 1st choice _____ Payroll title: _____

2nd choice _____

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:

SIGNATURE - AGENCY APPROVAL

PLEASE NOTE! It is important that all requested registration information be supplied. Incomplete forms will be returned unprocessed.

Note: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.